

MEDICAL EMERGENCIES

Boyce Campus does not maintain an on-site medical staff. Anyone experiencing or witnessing a medical emergency is encouraged to dial **O** from the nearest hall phone or ext. **6653** for Security. As always, **9-1-1** may also be dialed and a rapid response is always provided by local Emergency Medical Services of Monroeville. After **9-1-1** is called it is suggested that repeated attempts be made to reach the operator at **ext. 0** or Security at **ext. 6653** so that the response from E.M.S. may be facilitated.

EMERGENCY OPERATIONS CENTERS

In the event of an emergency the first Emergency Operations Center will be the **First Stop / Security Office** on the fifth floor, South Wing. From this general area the senior administrator in charge will direct the Boyce Campus response to the situation. Should the first choice not be suitable an alternate site will be designated by the senior administrator in charge and this information will be disseminated accordingly.

EVACUATION POINTS

In an emergency requiring building evacuation all are encouraged to evacuate through the nearest exit taking only jackets, coats and personal valuables closest to them when the alarm sounds. Area Monitors will assist in the evacuation and encourage evacuees to move away from the building. It is suggested and encouraged that everyone keep entrances clear for responding emergency personnel. When the "all-clear" is announced by the senior Boyce Campus administrator in charge re-entry should be made in an orderly fashion. Due to the number of available exits no specific evacuation points will be designated with the exception of those contained in the **Child Development** and **Middle College** plans. However, it is suggested that everyone distance themselves a minimum of 300 feet from the building unless otherwise instructed by public address or by school personnel.



Boyce Campus

Emergency Guidelines Quick Reference Guide

December 2008

SEVERE WEATHER CONDITIONS

1. In the event that severe weather necessitates curtailing work activities in progress, or those scheduled for that day or evening, College Policy will govern actions of the Senior Administrator on site.
2. Cancellation of College operations will be announced on local radio and television stations, on the College web site and on the CCAC HOTLINE telephone system.
3. As a matter of policy, the College generally will not close due to weather conditions; however, in those instances where operations must be canceled, all Physical Plant Department personnel are required to make a reasonable effort to report to work.
4. In the event of severe weather or other emergency essential personnel will be required to remain at, or report to their work location as the situation dictates. Essential personnel are defined in the Emergency Guidelines Part II (Boyce Campus) manual.

Television Stations	KDKA WTAE WPXI	CBS Affiliate ABC Affiliate NBC Affiliate
Radio Stations-AM	KDKA KQV	1020 1410
Radio Stations-FM (Washington County)	WJPA	95.3
College HOTLINES	Allegheny Campus Boyce Campus College Office North Campus South Campus Washington Crowne Center	412.237.4520 724.325.6804 412.237.3192 412.369.3675 412.469.6335 724.223.5552

Important Telephone Numbers

Internal

Department	Extension
Security – Guard Station	6653
Evening Administrator	0 6653 (after 7 p.m.)
Physical Plant Director	6765
First Stop/Information Desk	0 (until 7 p.m.)
Campus President – Boyce	6610
Dean of Administration	6630
Safety and Security Director	6665
Director of Supportive Services	6620

External

Department	Extension
Emergency	911
Allegheny County Police	412.473.3000
Monroeville Police	412.856.1111
Braddock Hills Police	412.351.5400

CCAC Boyce Campus 595 Beatty Road Monroeville, PA 724.327.1327	Braddock Hills Center 250 Yost Boulevard Braddock Hills Shopping Center 412.271.0201
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Emergency Procedures Staff Checklist

In all instances of emergency, remain calm and follow the emergency procedures to the extent possible without jeopardizing your well-being or the well-being of others.

Evacuation of Building (Leave building)

- Notification: Building alarm system or public address or word of mouth by campus official
 - Remain calm
 - If word of mouth notification or public address, follow instructions from campus official
 - Take only valuable personal belongings in your immediate possession
 - Secure office area
 - Quickly and quietly exit building
 - Stay to your right side when descending in stairwells
 - Do **not** use elevators if fire alarm has been sounded
 - Evacuate at the NEAREST EXIT
 - Remain at evacuation site for additional instruction from campus official

Shelter-In-Place (Stay in Place or Proceed to Gymnasium)

- Notification: Word of mouth by campus official or public address
 - Remain calm
 - Follow instructions provided by campus official
 - Stay in place or proceed to gymnasium
 - Await additional instruction from campus official

Emergency Procedures Faculty Checklist

In all instances of emergency, remain calm and follow the emergency procedures to the extent possible without jeopardizing your well-being or the well-being of others.

Evacuation of Building (Leave building)

- Notification: Building alarm system or public address or word of mouth by campus official
- When in class:
 - Remain calm
 - If word of mouth notification or public address, follow instructions from campus official
 - Take **student roster with you**
 - Take only personal belongings in your immediate possession
 - Direct and lead students to the NEAREST EXIT
 - Do **not** use elevators if fire alarm has been sounded
 - Take roll call at evacuation site
 - Remain with students at evacuation site
 - Follow additional instruction from Evacuation Site Admin.
- When not in class:
 - Remain calm
 - If word of mouth notification or public address, follow instructions from campus official
 - Take only valuable, personal belongings in your immediate possession
 - Stay to your right side when descending in stairwells
 - Do **not** use elevators if fire alarm has been sounded
 - Evacuate at the NEAREST EXIT
 - Follow additional instruction from Evacuation Site Admin.

Shelter-In-Place (Stay in Place or Proceed to Gymnasium)

- Notification: Word of mouth by campus official or public address
- When in class:
 - Take class attendance**
 - Remain calm
 - Follow instructions provided by campus official
 - Instruct students to stay in classroom or proceed to gymnasium
 - Await additional instruction from campus official
- When not in class:
 - Remain calm
 - Follow instructions provided by campus official

Emergency Procedures Student Checklist

In all instances of emergency, remain calm and follow the emergency procedures to the extent possible without jeopardizing your well-being or the well-being of others.

Evacuation of Building (Leave building)

- Notification: Building alarm system or public address or word of mouth by campus official
- When in class:
 - Remain calm
 - If word of mouth notification or public address, follow instructions from campus official
 - Take only personal belongings in your immediate possession
 - Follow instructor to the NEAREST EXIT
 - Do **not** use elevators if fire alarm has been sounded
 - Walk – Don't run**
 - Stay to your right side when descending in stairwells
 - Remain at evacuation site
 - Follow additional instruction from campus official
- When not in class:
 - Remain calm
 - If word of mouth notification or public address, follow instructions from campus official
 - Take only personal belongings in your immediate possession
 - Walk – don't run**
 - Stay to your right side when descending in stairwells
 - Do **not** use elevators if fire alarm has been sounded
 - Evacuate at the NEAREST EXIT
 - Follow additional instruction from campus official

Shelter-In-Place (Stay in Place or Proceed to Gymnasium)

- Notification: Word of mouth by campus official or public address
- When in class:
 - Remain calm
 - Follow instructions provided by campus official
 - Stay in place or proceed to gymnasium
 - Provide your name to instructor for roll call
 - Quietly await additional instruction from campus official
- When not in class:
 - Follow instructions provided by campus official
 - Quietly await additional instruction from campus official